

AUTHOR GUIDELINES

The journal *Insights* publishes original scientific articles, review papers, professional papers, and case studies in all areas of psychotherapy and psychology, provided they have not been previously published and are not simultaneously submitted for publication elsewhere. The journal has an integrative orientation and publishes relevant contributions in the fields of psychology, psychotherapy, and counseling, with the aim of presenting contemporary theories, models, and techniques applicable in practice to the scientific and professional community. The idea is to integrate scientific and professional knowledge in one place, with the goal of advancing and expanding the body of knowledge in psychotherapy and psychological practice.

Manuscripts must be prepared in accordance with the standards of the journal *Insights*. Each submission undergoes a peer review process—two positive reviews are required for a paper to be accepted for publication. Manuscripts that are not prepared according to these guidelines will not be reviewed. After the review process, the editorial board makes a decision regarding the publication, revision, or rejection of the paper. Authors are notified of the editorial decision, and both authors whose papers have been rejected and those asked to revise their papers receive the reviewers' comments.

When submitting a revised version of the manuscript, authors are required to provide a written explanation to the editorial board detailing all the changes made to the text (indicating the page number and the location of each change), and to clearly mark the changes in the text in accordance with the reviewers' suggestions and recommendations.

Manuscripts should be submitted electronically to the following email address: journal.integrative.psy@gmail.com

Authors are required to submit only original manuscripts that have not been previously published or simultaneously submitted to another journal. In accordance with this policy, authors must also submit a signed authorship statement, which is provided at the end of these guidelines.

Manuscript Length

The manuscript must be written in Microsoft Word, formatted for A4 paper size, using Times New Roman font (12 pt), Latin script, and single spacing (1.0). Each paragraph begins with a first-line indent of 0.5 cm, with no additional spacing between paragraphs. All pages must be numbered in the bottom right corner. The manuscript should not exceed one author's sheet (30,000 characters including spaces, or 20 pages including references and appendices). Review and professional papers may be up to 50,000 characters in length, while case reports may be up to 5,000 characters. The editorial board reserves the right to publish papers that exceed these limits in cases where the presentation of scientific content requires more space. The manuscript must be proofread prior to submission.

Language of the Manuscript

The journal is published in Serbian, English, and Russian. From 2024 to 2025 the journal was published in English and Serbian; from issue 3 (2026) it can also be read in Russian. Manuscripts are accepted in Serbian, English, or Russian.

TYPES OF MANUSCRIPTS AND DETAILED TECHNICAL INSTRUCTIONS

Original Scientific Article

This refers to a research paper presenting results that have not been previously published. It consists of a theoretical and an empirical section. The theoretical section, which should not exceed 20% of the total manuscript length, must clearly present the theoretical background of the research, previous studies, and the significance of the research topic. The structure of an original scientific article should be as follows:

In the upper right corner, include the author(s)' information (full name, institutional affiliation, the author's ORCID iD, and a footnote containing the email address).

Example:

Dr. Petar Petrović

University of Novi Sad

Department of Psychology

In the footnote – Email: p.petrovic@gmail.com

Manuscript Title – Times New Roman, 14 pt, bold

Abstract

The abstract (bold, 14 pt) should be placed at the beginning of the manuscript and should be between 150 and 250 words in length. The abstract must include the aim of the study, methodology, results, and conclusion. Abstracts generally do not contain references. For manuscripts written in Serbian, an abstract and keywords in English must be included at the end of the paper.

Keywords (bold, 12 pt)

At the end of the abstract, include up to five keywords. When selecting keywords, it is recommended to choose terms that are commonly used for indexing and journal searches.

Tables, Graphs, and Figures

Tables and graphs must be created in Word or a Word-compatible format. The same data should not be presented both in table and graph form. Each table, graph, or figure must be numbered and titled with a clear, explanatory heading—for example: Table 1: Sample structure by gender and grade. The title of the table, graph, or figure should be placed above it, using 12 pt font, without additional spacing. The source of the content should be indicated below the table, graph, or figure, using 10 pt font, also without additional spacing. If the author of the table, graph, or figure is the author of the paper, the source should be stated as: Source: author of the paper.

Unnecessary lines and shading should be avoided. Titles of tables, graphs, or figures must be concise and informative. Each table, graph, or figure must be referenced in the main text.

Section Headings

First-level headings are written in sentence case, bold, 14 pt, aligned to the left. Second-level headings are written in bold, 12 pt, aligned to the left. Third-level headings are written in italics, 12 pt, aligned to the left.

Headings are neither numbered nor written in uppercase letters. Sections run continuously; they do not begin on a new page.

Statistics

Statistical test results should be reported in the following format: $F(1,8)=19.53$; $p<.01$, and similarly for other tests (e.g., $\chi^2(3)=3.55$, $p<.01$ or $t(253)=2.061$, $p<.05$). Only standard levels of statistical significance should be reported, such as .05, .01, or .001.

Quotations

Every quotation, regardless of its length, must be accompanied by a reference that includes the page number. For any quotation longer than 350 characters, the author must obtain written permission from the copyright holder and attach it to the submission.

Footnotes and Abbreviations

Footnotes should be avoided. Abbreviations should also be avoided, except for those that are widely recognized. Footnotes must be written in Times New Roman, 10 pt, without spacing, and numbered using Arabic numerals at the bottom of the page.

Abbreviations used in tables and figures must be explained. Any abbreviation introduced in the text must be explained in parentheses immediately following its first appearance. For example: O.L.I. (Otklanjanje lažne istine). If the paper includes more than three abbreviations, a list of abbreviations should be included in the appendix, in the order in which they appear in the text.

For abbreviations in foreign languages, the explanation must follow this format: open parentheses, abbreviation of the language in italics, the abbreviated term, and the meaning in Serbian. Example: APA (Eng. American Psychological Association = Američki psihološki savez).

In-Text Citations

In manuscripts written in Serbian, it is recommended to present foreign authors' names in transliterated (phonetic) Serbian form, followed by the original surname in parentheses along with the year of publication—for example: Pijaže (Piaget, 1951). When quoting directly from a source, a page number must be included. When paraphrasing or referencing a work more generally, the page number is not required.

If citing multiple authors in parentheses, list them in alphabetical order, not chronological (e.g., Lazić, 1994; Pantić, 1990). If a work has two authors, both should be mentioned in the text (e.g., Kuzmanović and Petrović, 2007). If there are more than two authors, use the surname of the first author followed by “et al.” or “i sar.” in Serbian (e.g., Joksimović i sar., 2007). For manuscripts written in English, in-text citations should follow the Publication Manual of the American Psychological Association (APA).

References

The reference list must be formatted according to APA guidelines and placed at the end of the manuscript under the heading “References.” Only sources cited in the text should be included in the reference list, and they must be listed in alphabetical order by the authors' surnames. Do not include references that are not mentioned in the manuscript.

Common reference formats include:

a) Books – Include the surnames and initials of all authors, year of publication, book title in italics, place of publication, and publisher.

Format: Author, A., Author, B., & Author, C. (year). Title of the book. Place: Publisher.

Example: Erić, Lj. (2011). Psihoterapija. Beograd: Psihopolis.

b) Book chapters or conference proceedings – Include the authors, year, chapter title, initials and surnames of editors, book title in italics, page numbers in parentheses, place, and publisher.

Format: Author, A., & Author, B. (year). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Book title* (pp. xxx–xxx). Place: Publisher.

Example: May, R., & Yalom, I. (2005). Existential psychotherapy. In R. J. Corsini & D. Wedding (Eds.), *Current psychotherapies* (pp. 269–298). Thomson Brooks/Cole Publishing Co.

c) Journal articles – Include all authors, year in parentheses, article title, journal name in italics, volume (in italics), and page range.

Format: Author, A., Author, B., & Author, C. (year). Title of article. *Journal Name*, xx, xxx–xxx.

Example: Milenković, S. (2007). Humour as a paradoxical intervention in psychotherapy. *International Journal of Psychotherapy*, 11(3), 56–65.

d) Conference presentations – Include authors, year and month of the event, title of the presentation in italics, name of the conference, and location.

Format: Author, A., & Author, B. (year, month). Title of presentation. Paper presented at the Name of Conference, Location.

Example: Maksić, S., & Ševkušić, S. (2011, February). Problemi identifikacije kreativnosti učenika u školi. Paper presented at the XVII Conference on Empirical Research in Psychology, Belgrade.

e) Web documents – Include authors, year, title of the document in italics, and the web address.

Format: Author, A., Author, B., & Author, C. (year). Title of document. Retrieved from <http://xxxxx>

Example: Foa, R. (2007). Socioeconomic development and parenting values. Retrieved from http://www.roberto.foa.name/Parenting_Attitudes_Foa

f) Unpublished theses or dissertations – Include author, year, title of the work in italics, designation of the work in parentheses, institution, and location.

Format: Author, A. (year). Title of thesis or dissertation (Unpublished master's or doctoral thesis). Institution, Location.

Example: Žuljević, D. (2015). *Klijentovo očekivanje ishoda psihološkog tretmana kao faktor psihološke promene* (Unpublished doctoral dissertation). Faculty of Philosophy, Novi Sad.

If citing multiple works by the same author, list them in chronological order from the oldest to the most recent. If the same author has multiple works from the same year, label them alphabetically based on the title (e.g., 1995a, 1995b).

Avoid referencing secondary sources unless the original work is not available in commonly used languages or through usual academic channels. Unpublished works (e.g., manuscripts) should generally be avoided. If their inclusion is necessary, provide full citation details.

More detailed instructions for APA referencing are available on the American Psychological Association website: <http://www.apastyle.org>

Appendix

Only content that is useful for readers in understanding, evaluating, or replicating the research should be included in the appendix.

Peer Review and Publication

All manuscripts are reviewed anonymously by two qualified reviewers. Based on the reviews, the editorial board makes a decision regarding the publication and may choose one of the following: to publish the manuscript as submitted, to publish it after the author has made the necessary revisions in accordance with the reviewers' recommendations, or to reject the manuscript. Both reviews are sent to the author, along with a rationale for the editorial decision, no later than six months after the manuscript was received.

If the author decides to revise the manuscript based on the reviewers' suggestions, they may resubmit the manuscript for publication. In doing so, the author must also submit a cover letter detailing all changes made to the text (including the page number and location of each change). If the author believes that certain reviewer recommendations are not justified or cannot be implemented for specific reasons, a detailed explanation must be provided to the editorial board. The editorial board reserves the right to make the final decision regarding publication.

Article Categories

In accordance with the guidelines of the Ministry of Science and Technological Development, articles published in the journal *Insights* will be categorized as follows:

Scientific Articles:

1. Original scientific article (a paper presenting previously unpublished results of the author's own research conducted using scientific methods);
2. Review article (a paper offering an original, detailed, and critical overview of a research problem or field in which the author has made a demonstrable contribution, as shown through self-citations);

Professional Articles:

1. Professional article (a contribution presenting experiences useful for improving professional practice, but not necessarily based on scientific methods);
2. Informative contribution (editorial, commentary, etc.);
3. Review (of a book, software, case, scientific event, etc.).

Copyright

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Publication Ethics

The journal *Insights* (Uvidi / Инсайты), published by the European Association for Integrative Psychodynamic Psychotherapy (EAIPP), is committed to the highest standards of publication ethics. Its editorial policy follows the guidelines of the Committee on Publication Ethics (COPE). All parties involved in publication — editors, authors, and reviewers — are expected to observe the principles set out below.

Responsibilities of the Editorial Board

The editorial board decides on the publication of manuscripts solely on the basis of their scholarly and professional quality, importance, and relevance to the field, without regard to the authors' race, gender, religious or national affiliation, citizenship, or political views. Decisions are made on the basis of peer review. Editors and editorial staff keep all submitted manuscripts confidential and do not disclose information about them to anyone other than the authors, reviewers, and, where necessary, the publisher. Unpublished material from a submitted manuscript must not be used in an editor's own research without the author's written consent. An editor who has a conflict of interest regarding a manuscript withdraws from handling it.

Responsibilities of Reviewers

Peer review assists the editorial board in reaching decisions and may help the author improve the manuscript. Review is double-blind: the identities of authors and reviewers are mutually concealed. A reviewer who feels insufficiently qualified for the topic, or unable to complete the review within a reasonable time, notifies the editorial board and withdraws. Manuscripts are treated as confidential documents and are not shown to or discussed with third parties. Reviews are written objectively, with clearly reasoned observations and without personal criticism of the author. Reviewers should draw the editors' attention to relevant published work not cited by the author, as well as to any substantial similarity with other works known to them. A reviewer declines to review a manuscript in which there is a conflict of interest.

Responsibilities of Authors

Authors warrant that their work is original, that it has not been previously published or simultaneously submitted to another publication, and that the work and ideas of others used in the text are properly acknowledged and cited. Plagiarism in all its forms — from presenting another's work as one's own, through taking passages of text without citing the source, to appropriating the results of others' research — constitutes unethical behaviour and is unacceptable. Authorship is limited to those who have made a significant contribution to the conception, execution, or interpretation of the work; all such persons are listed as co-authors. The corresponding author ensures that all co-authors have seen and approved the final version of the manuscript and agreed to its submission. Authors must disclose all sources of funding and any actual or potential conflict of interest. If an author subsequently discovers a significant error in a published work, they are obliged to notify the editorial board without delay so that the work may be corrected or retracted. Papers involving work with people (including case studies) are published with respect for the confidentiality and dignity of clients; information by which a client could be identified is omitted or altered, and, where appropriate, informed consent is obtained.

Handling of Misconduct

In cases of suspected unethical conduct (plagiarism, fabrication or falsification of data, duplicate publication, disputed authorship), the editorial board acts in accordance with COPE recommendations. The author is given the opportunity to respond to the allegations. If the suspicion is confirmed, the journal publishes a correction, an expression of concern, or a retraction, in proportion to the seriousness of the breach.

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Author(s):

By submitting the manuscript to Insights (Uvidi), I/we declare the following:

- The work is original, has not been previously published, and is not simultaneously submitted to another publication.
- All sources and the work of others used in the text are properly acknowledged and cited; the work contains no plagiarism.
- All listed co-authors have made a significant contribution, have seen and approved the final version, and agree to its submission.
- All sources of funding and any actual or potential conflict of interest are disclosed (or I declare there are none).
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